

# Letter of Regret

Stephen F. Austin State University | Center for Career and Professional Development

A decision to decline an offer is usually based on the fact that another offer is a better fit for your interests and goals. If you choose to decline a job offer, do so courteously, in writing, after making a phone call. Never say anything negative about the employer, even if you had a negative experience. Maintain professional, courteous relations.

Your letter of regret should be sent out 24 hours after employer contact, or immediately upon reaching your decision. Hard copy is more formal than email; however, when speed is necessary, use email.

## What to include

- Express your appreciation for their time, effort, and consideration.
- Mention aspects of the position or company that were appealing to you.
- Indicate that it has been a difficult decision for you and decline graciously.
- Briefly explain the reason for your choice, sticking to the facts and not apologizing.

## Letter of regret example

<b>Jessica Ann Simpson</b>		
Current: 123 Blonde Ambition Place Nacogdoches, Texas 75965	214.555.6539 jessica_simpson@mail.com	Permanent: 357 Romo Road Dallas, Texas 75043
July 23, 2018		
Mr. Austin Powers Personnel Director Gold Member 13 Basil Street Houston, Texas 75000		
Dear Mr. Powers:		
<p>I would like to thank you once again for the fine offer which you made to me for the position of Management Trainee with Goldmember. While I believe firmly in the mission of your organization and appreciate the challenging opportunity you offer, I have had another offer which I believe more closely matches my current career goals and interest.</p>		
<p>Therefore, although it was a difficult decision, I must inform you that I find it necessary to decline your offer. I am accepting a position with Silverspoon in Dallas. Their training program will enable me to pursue my management interests immediately and to attend graduate school in the area.</p>		
<p>I appreciate your interest on my behalf and wish to express my thanks again for all of your courtesies.</p>		
Sincerely,		
<i>Jessica Simpson</i> Jessica Simpson		
Enclosure		